



LEDINGHAM McALLISTER

EMPLOYMENT OPPORTUNITY

Position: **Sales Assistant**
Date: January 8, 2019

About Us

Ledingham McAllister is one of Vancouver's most prominent real estate companies, successfully constructing and developing projects in the region for more than 110 years. Locally-owned and BC-focused, the company is led by some of Vancouver's most respected industry professionals. Ledingham McAllister's vast portfolio includes numerous commercial and residential buildings as well as the master-planned communities of Southgate City, Waterscapes, Brentwood Gate, Escala and Silhouette. To meet the demand of the more than thirty projects in planning and construction, Ledingham McAllister seeks a talented Sales Assistant to join our team full time.

The Sales Assistant responsibilities will include, but are not limited to:

- Maintenance and operations of presentation centre and display suites
- Sign in and greet our visitors and/or purchaser's
- Process contracts, deals and other sales administration tasks
- Prepare various management reports and documents such as daily tracking reports
- Attend to all MLS and brokerage administration as needed
- Assist in preparation, coordination and support of any other sales and marketing items as needed
- Representing Ledingham McAllister in a professional manner
- This is a support position that reports to the Sales Manager and Sales Coordinator

Requirements:

- Able to work weekends and stat holidays
- Strong computer skills including Word and Excel
- Ability to adapt easily to different paces, personalities, and tasks
- Customer service background
- Professional demeanor and attire – 100% of the time
- A vehicle and valid BC drivers licence

A second language is an asset, but not required.

Ledingham McAllister believes in mentoring and developing our employees, so there is room for growth in this position for the right candidate.

To Apply

Individuals meeting the above mentioned criteria are encouraged to submit their resume with cover letter to cbordelay@ledmac.com. We thank all applicants for their interest but will only be in touch with shortlisted candidates.